



**STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**OFFICE OF OPERATIONS SUPPORT**  
***BUREAU OF LICENSING & CERTIFICATION***

**Nicholas A. Toumpas**  
**Commissioner**

**Mary P. Castelli**  
**Senior Division Director**

**129 PLEASANT STREET, CONCORD, NH 03301-3857**  
**603-271-9025 1-800-852-3345 Ext. 9025**  
**FAX: 603-271-4782 TDD Access: 1-800-735-2964**

December 28, 2012

Dear Family Child Care Provider/Center Director:

Enclosed please find a listing of all staff the Department has on record for your program and the status of their criminal background checks from 2010-2012. In an effort to more quickly notify programs of the status of their employee's criminal history, or lack of, we are implementing some new processes.

All staff and household members age 17 and older should have record of fingerprint results through the FBI. If your staff or household member listed on the attached form does not have results for an FBI background check, please have them submit fingerprints to state police within 30 days of the date of this letter. You must ensure all current staff and household members age 17 and older have had appropriate criminal record checks completed. Please note that an appointment to complete fingerprints may be required, so you should act as soon as possible to avoid delay. If staff or household members listed on this form no longer work for or reside at your program please keep the enclosed listing for your records noting the last day the person worked/lived at your program. No further action is needed.

The names of all current staff and household members age 10 years and older must be submitted on a Household and Personnel list. Enclosed you will find new Household and Personnel forms. We suggest you complete your program information on these forms then make copies as needed. For staff ages 17 and older we have created a household and personnel form where only one person is submitted. This will reduce turn around time to send results to your program. For staff and household members 10-16 we have created a separate form where multiple children can be listed. Use **ONLY** these forms, effective the date of this letter. The Household and Personnel forms and Criminal Record Release Authorization forms can be found on our website at <http://www.dhhs.nh.gov/oos/cclu/forms.htm>

This is an excellent time to update your records and make sure that everyone has been checked as required. Failure to complete background checks as required will result in a violation and may include administrative actions such as fines or revocation. Once a background check is completed, you will be notified if there is or is not any disqualifying information that would prohibit the individual from working with children from or residing in a New Hampshire licensed child care program.

If you have any questions, please contact our office at the numbers listed above.

Sincerely,

Denise Corvino, Chief  
Child Care Licensing Unit

Encl.